

Motion Pertaining to Establishment of Council Position Descriptions

Background: When this new Constitution was ratified in 2018, this section of C11.01a states the duties of the Council will be directed by the Bylaws. These duties were never drawn up and we now put these forth to satisfy that requirement.

MOTION: Pursuant to Council authority granted in C17 of Trinity Lutheran Church Constitution, add the following section to the Bylaws pertaining to establishment of Council position descriptions:

C.11.01.01 The ***Duties of the President*** shall include:

- a. Exhibit the values of Trinity Lutheran Church and Schools
- b. Attend worship, pray for our leaders/congregation and be a financial contributor
- c. Be supportive of events of the church, schools and other groups in the church
- d. Be the lead/convener of:
 - i. Council meetings
 - ii. Executive meetings
 - iii. Special meetings
 - iv. Congregational meetings
- e. Have a working knowledge of the Constitution, Roberts Rules of Order, and Synod/ELCA documents
- f. Put together agendas for above meetings in collaboration with the lead pastor
 - i. Encourage staff to write reports no less than quarterly
- g. Be registered at the bank of our checking accounts so as to be available to sign checks if the Treasurer and Administrator are unavailable
- h. Lead or support forums
- i. Coordinate with Trinity staff on publications and communications from the Council
- j. Be aware of the functioning committees of the Constitution and attend those required
- k. Be a member of the Personnel Committee in second year of term
- l. Keep any Call/Search Committee on task as an ad hoc member
- m. Be open to congregation members' ideas and questions

C.11.01.02 The ***Duties of the Vice President*** shall include:

- a. Exhibit the values of Trinity Lutheran Church and Schools
- b. Attend worship, pray for our leaders/congregation and be a financial contributor
- c. Be supportive of events of the church, schools and other groups in the church
- d. Attending Council, Executive and Special meetings
- e. Support the President by:
 - i. Taking over as lead/convener of meetings should the President be unavailable
 - ii. Have a working knowledge of the Constitution, Roberts Rules of Order, Synod/ELCA documents
 - iii. Take minutes or notes if the Council Secretary is unavailable
 - iv. Take on projects that are necessary for the Council/congregation
 - v. Be a member of the Personnel committee in second year of term

- vi. Be open to ideas and questions of the congregation
- vii. Support Forums or any other communication with the congregation or staff

C.11.01.03 The ***Duties of the Secretary*** shall include:

- a. Exhibit the values of Trinity Lutheran Church and Schools
- b. Attend worship, pray for our leaders/congregation and be a financial contributor
- c. Be supportive of events of the church, schools and other groups in the church
- d. Responsible for taking minutes for:
 - i. Council meetings
 - ii. Executive meetings
 - iii. Special meetings
 - iv. Congregational meetings
- e. Communicate these minutes to the Council within a week of the meeting with highlights for the congregation in the What's Happening newsletter and the website
- f. Communicate with staff for proof reading and publications
- g. File Constitutional Amendments and Bylaws with the Synod office
- h. Be open to congregation members for discussion of issues

C.11.01.04 The ***Duties of the Treasurer*** shall include:

- a. Exhibit the values of Trinity Lutheran Church and Schools
- b. Attend worship, pray for our leaders/congregation and be a financial contributor
- c. Be supportive of events of the church, schools and other groups in the church
- d. Attend monthly Council meetings, Executive meetings, Special meetings, Congregational meetings
- e. Present financial information to monthly Council meetings
- f. Be the fiduciary of Trinity Lutheran Church and Schools (Exception: Endowment Funds)
- g. Register with all of our banks and be a signer for all checks
- h. Sign financial documents for loans, property sale, and any other financial documents
- i. Prepare an annual budget that is reasonable to the income of the past year and with a projection for the next year
- j. Present financial/budget information to the congregation through forums
- k. Present annual budget to congregation at meeting near the start of the fiscal year for approval
- l. Be open to ideas and questions from the congregation

C.11.01.05 The ***Duties of the Council At Large*** shall include:

- a. Exhibit the values of Trinity Lutheran Church and Schools
- b. Attend worship, pray for our leaders/congregation and be a financial contributor
- c. Be supportive of events of the church, schools and other groups in the church
- d. Attend monthly Council meetings, Special meetings, Congregational meetings
- e. Take on tasks appointed by the Council
- f. Be available for forums and other Congregational information publications
- g. Be open to ideas and questions from the congregation